

## **RECYCLING ASSISTANT**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs responsible semiskilled work monitoring, supervising and participating in recycling activities at a recycling processing center; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Processing and monitoring recyclables; operating recycling center equipment; distributing and maintaining recycling processing center supplies.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitors daily work activities; monitors status of work in progress and inspects completed work; assists with complex/problem situations.
- Plans, organizes and supervises operations at the recycling processing center; develops and implements operational techniques and procedures to facilitate safe and efficient operations.
- Assists in planning and organizing recycling pickups from local businesses.
- Prepares confidential documents and records programs, including the collection, handling, destruction and disposition of highly sensitive materials and information.
- Monitors recycling activities; monitors proper recycling/disposal of newspaper, cardboard, cans, bottles, plastic, textile, oil, antifreeze, paint, batteries and metal materials; distributes and maintains supplies for recycling processing center and convenience sites.
- Assists in planning and organizing pick-up of white office paper from County facilities.
- Assists Recycling Education Coordinator with planning and setting up display booth.
- Supervises the operation and maintenance of equipment and machinery utilized in recycling processing center operations, which may include a motor vehicle, generator, vertical baler, horizontal baler, sorting/conveyer system or mechanics tools; operates and maintains computerized scale, cash register, video camera, digital camera, printer and general office equipment; tracks machinery usage and maintenance records.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of the various materials recycled by the County; some knowledge of the principles and practices of operating associated equipment; some knowledge of the occupational hazards involved and the safety precautions necessary to operate equipment; ability to understand and follow oral and written directions; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and some equipment operation experience.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.